

MONROE COUNTY

JOB DESCRIPTION

Position Title: BICYCLE/PEDESTRIAN PLANNER		Date: 5/6/99
Position Level: 11	FLSA Status: NON-EXEMPT	Class Code: 11-15

GENERAL DESCRIPTION

This is a one-year position with Monroe County's Planning Department. Primary function is to oversee Monroe County's bicycle/pedestrian initiatives.

KEY RESPONSIBILITIES

1. *Act as Project Manager for the Overseas Heritage Trail Master Plan, working closely with the consultant, community groups, property owners, government entities and the County's Engineering Department.
2. *Coordinate and lead planning, project development, public/private partnership development, grant writing, acquisition, design and management tasks with appropriate entities towards successful implementation of the Overseas Heritage Trail.
3. *Develop ISTEAs and other project proposals to DOT and other appropriate agencies.
4. Educate the public on bicycle/pedestrian safety issues.
5. Provide technical assistance to the Florida Keys Scenic Highway Committee.
6. Make amendments to the County's Comprehensive Plan and Land development regulations.
7. *Requires evening meeting participation, extensive interaction with the public, and regular travel throughout the Florida Keys and Miami.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree from an accredited college or university.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Normal office situation. Typically sitting at a desk or table.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Requires Florida Driver's License. Computer skills including word processing, power point and spreadsheet applications are a must. ArcView experience preferred. A comparable amount of education, training or experience may be substituted for the minimum qualifications.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

